



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

_____ REFERRED FOR ACTION
 _____ ANSWER FOR MY SIGNATURE
 _____ FOR FILE
 _____ FOR YOUR INFORMATION
 _____ FOR SIGNATURE
 _____ RETURN TO ME
 _____ PLEASE SEE ME
 _____ PLEASE TELEPHONE ME
 _____ FOR APPROVAL
 _____ PLEASE ADVISE ME

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

STATE PROJECT NO. *
 F.A.P. NO. *
 NAME
 ROUTE *
 * PARISH

MEMORANDUM:

TO: *
 REAL ESTATE DISTRICT MANAGER

FROM: *
 REAL ESTATE SPECIALIST

DATE: October 3, 2003

SUBJECT: Parcel No. *

Enclosed are the following:

1. Agreement providing for the purchase of the * for a cash consideration of \$*.
2. Copy of the Appraisal Report.
3. Just Compensation Letter to each referenced owner, with attached Summary of Just Compensation and Certification of Delivery.

Please contact the referenced owner and begin negotiations for the acquisition of the referenced improvement(s).

/

ATTACHMENTS

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE